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Personnel

**FIRST DUTY STATION TRANSITION
PROGRAM**



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(Chief Master Sergeant Lewin)

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This instruction implements procedures for conducting the 436th Airlift Wing First Duty Station Transition Program (FDSTP). The FDSTP will be conducted once or twice per month predicated upon the number of accessions to the wing. This instruction identifies the responsibilities of organizations and the method of operations in order to conduct the program.

1. Program Objectives:

1.1. The purpose of the FDSTP is to provide first duty station airmen (first permanent duty station for airmen arriving after completion of technical training) with information and didactics necessary for a successful and efficient transition from the technical training environment to the operational Air Force.

1.2. The FDSTP is a 436th Airlift Wing program designed to establish a high level of readiness for first duty station airmen. Multiple educational strategies will be employed to achieve the following program objectives.

1.2.1. Improve readiness of first duty station airmen through completion of standard ancillary training, mission awareness briefings, and introduction to the upgrade training process.

1.2.2. Provide airmen with a broad knowledge of financial responsibility through presentation of a comprehensive financial management module which emphasizes budgeting, savings, and credit card management.

1.2.3. Promote fundamental discipline and professionalism through emphasis on core values, exposure to traditional military values, and a broad review of the Uniform Code of Military Justice.

1.2.4. Prepare airmen for rapid global mobility by developing an understanding of deployment responsibilities and expected actions during contingency operations.

- 1.2.5. Orient newly assigned airmen to the local environment and provide necessary awareness of the terrorist threat, local criminal threats, and “zero tolerance” for any discriminatory activity within the Air Force.
- 1.2.6. Ensure that airmen are prepared for independent living through knowledge of available resources available on the installation.
- 1.2.7. Develop a basic knowledge of the evaluation, recognition, and promotion systems within the Air Force.
- 1.3. The FDSTP will be conducted in conjunction with the 436 AW Newcomers Orientation which is scheduled twice per month.
- 1.4. Objectives, course length, and content will be reviewed formally on an annual basis by commanders and first sergeants; changes must be approved by the 436 AW/CC.

2. Program Management:

- 2.1. The 436th Mission Support Squadron Commander will exercise oversight management over the FDSTP; responsibilities will include:
 - 2.1.1. Exercise supervision over the Program Noncommissioned Officer/Airman in Charge.
 - 2.1.2. Determine adequacy of program through review of student and supervisor critiques.
 - 2.1.3. Developing metrics to determine program effectiveness
- 2.2. A noncommissioned officer or a senior airman Airman Leadership School Graduate will manage daily operations; each group (including the Airlift Wing staff) will select one individual, on a rotational basis, to perform operation management for a period of 90 days; duties will include:
- 2.3. Monitoring attendance.
 - 2.3.1. Maintain close coordination with unit administrative offices to obtain class listings and to report absenteeism.
 - 2.3.2. Coordinate with facilitators to ensure awareness of class dates and times.
 - 2.3.3. Develop a master schedule of classes during the 90 day rotation.
 - 2.3.4. Monitor physical conditioning on scheduled dates.
 - 2.3.5. Manage all audiovisual requirements ensuring availability and equipment operations.
 - 2.3.6. Ensure adequacy of supplies for facilitators and students.
 - 2.3.7. Counsel airmen regarding compliance with standards; correct behavior as required. If a disciplinary issue arises which will necessitate more than a letter of counseling, contact the appropriate unit first sergeant.
 - 2.3.8. Provide general guidance to airmen throughout the seminar.
 - 2.3.9. Accurately record all metrics to assist 436 MSS/CC with assessing program effectiveness.
 - 2.3.10. Manage transportation requirements when students must receive training/education at alternate locations.

3. Unit Responsibilities:

- 3.1. Ensure that airmen reporting to any 436th Airlift Wing unit is assigned to a FDSTP seminar within two weeks of arrival.
- 3.2. Newly assigned airmen must have all unit specific requirements completed before enrolling in a FDSTP seminar; at a minimum the following actions must be completed:
 - 3.2.1. Permissive TDY for house hunting and assignment of quarters (dormitory, military family housing, off-base housing).
 - 3.2.2. Date for household goods delivery not to conflict with FDSTP.
 - 3.2.3. Finance briefing:
- 3.3. Ensure airmen are not scheduled for unit activities while enrolled in the FDSTP.
- 3.4. Units maintain administrative responsibility for all airmen enrolled in the FDSTP; commanders and first sergeants exercise authority over all members enrolled.
- 3.5. Unit commander's support staffs will provide the Program NCOIC/AIC with a roster of attendees two weeks prior to the FDSTP start date.
- 3.6. All exceptions to general FDSTP policy must be approved by either the unit commander or first sergeant.

4. Group Rotations:

- 4.1. Each Group will select one Noncommissioned Officer or Senior Airman (Airman Leadership School Graduate) for duty as the NCO/Airman in Charge of the FDSTP for a period of 90 days; a one week overlap will occur between supervisors.

- 4.1.1. Rotational dates are as follows:

1 Apr 99 – 30 Jun 99	436th Medical Group
1 Jul 99 – 30 Sep 99	436th Operations Group
1 Oct 99 – 31 Dec 99	436th Logistics Group
1 Jan 00 – 31 Mar 00	436th Airlift Wing Staff
1 Apr 00 – 30 Jun 00	436th Support Group

- 4.1.2. Rotation will continue, in sequence, for three month periods at the end of the cycle listed in para [4.1.1](#).

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